



180 North Main Street, Suite D

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Board of Director's Meeting
Minutes
APRIL 16, 2025

Present Members:

Gary Doyel - Board President

Kent Schlick - Vice President

BryAnna Vaughan - Board Member

Kevin Bigham (remote) - Board Member

Others:

Wade Felt - Position applicant

Teri Johnson - Position applicant

Heather Freeman - Position applicant

CALL TO ORDER - BryAnna Vaughan, Board President called the meeting of the Big Pine Community Services District to order on Wednesday April 16, 2025 at 6:08 PM.

PUBLIC COMMENTS & PUBLIC HEARING – None

NEW BUSINESS

- 1) Administrative Secretary position - The board asked all three applicants the set of interview questions and scored their responses. The board discussed all applicants and their scores in the closed meeting. After the closed meeting. BryAnna Vaughan made a **motion** to contact Inyo County and ensure that a temporary part-time position could be offered. Once confirmed, an offer will be provided to Heather Freeman. Kent Schlick seconded the motion.
- 2) Sewer budget modification needed.
 - a) BryAnna Vaughan made a **motion** (Kent Schlick seconded the motion) to:
 - i) Recognize the revenue in 4301 (\$4,054.78)
 - ii) Amend the 5311 category to cover the \$17,259.90 and add \$10,000 to the budget category, for a total of \$27,259.90 from the fund balance.

MINUTES – Kevin Bigham made a **motion** to approve the Minutes of the March 19, 2025 meeting. BryAnna Vaughan seconded the motion.



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BILLS & WARRANTS – Gary Doyel made a **motion** to approve Bills and Warrants from February 15, to March 15, 2025 and March 16 - April 11, 2025. Kevin Bigham seconded the motion.

CORRESPONDENCE

- 1) Price Paige & Company rep letter for the 2021 audit.
 - a) Kent Schlick made a **motion** for the board president to sign and return to Inyo County to finalize. Kevin Bigham seconded the motion.

OLD BUSINESS

- 1) General Operations Update
 - a) Kevin Bigham provided an update on the Water & Sewer billing
 - b) BryAnna Vaughan provided an update on the vendor payments
 - c) ~~Sewer budget modification~~
 - d) BryAnna Vaughan and Kevin Bigham committed to provide the new hire training once the start date and initial schedule are agreed upon
- 2) Dave Tanksley Report
 - a) Dave was not present at the meeting, but he provided a written operations report. The board did not have questions.
 - b) Lead service line notification letter - not discussed
 - c) Oil & Fat ordinance - not discussed
- 3) Prop 1 Round 1 Update
 - a) The board had a lengthy discussion regarding the percolation pond project. There is strong concern with LADWP not providing a current lease agreement with increased area to accommodate the pond. The board decided not to make a decision, but plan to keep it on the monthly agenda until either a lease is provided or make a decision prior to the grant expiration in September.
 - i) ~~MOTION~~ extend or cancel the grant
- 4) Prop 1 Round 2 Update
 - a) The board discussed the Aerator Project and Sludge Bed Projects
 - i) A request for bids was publicized for both projects.



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- ii) Tim Rudolph provided project tours to multiple potential bidders
- iii) A special meeting scheduled for April 25th at 6 PM at the BPCSD office to open the bids. This will be for information only. Decisions will be agendized for the regular May 2025 meeting.

CLOSED MEETING

- 1) Discuss Administrative Secretary applicant interviews.

MOTION - a motion was made outside of the closed session. Details are above in NEW BUSINESS 1).

FUTURE AGENDA ITEMS

- 1) Staff report
 - a) Correspondence
 - b) April 24, 2025 Meeting Minutes
 - c) Bills & Warrants
- 2) Dave Tanksley Report
- 3) Lead Service Line Letter
- 4) Oil & Fats Ordinance
- 5) Updates on Prop. 1 Grant Implementation with IRWMP update.
- 6) Updates on Prop 1 Round 2 grants
- 7) OVGA Update

NEXT MEETING - A special meeting to open the P1R2 project bid packages is scheduled for Friday, April 25th, 2025 at 6 PM. The next regular meeting is scheduled for Wednesday, May 21, 2025 at 6 PM.

NEXT MEETING - The next regular meeting is scheduled for Wednesday, April 16, 2025. A special meeting will be held on Friday, April 25th to perform the P1R2 bid package openings.

ADJOURNMENT - Gary Doyel adjourned the meeting at 8:46 PM.

Approved on _____

Signed _____

BryAnna Vaughan, Board Member